

## Procedure for Installing the Closed Claim Reporting Tool (Windows XP and Windows 2000)

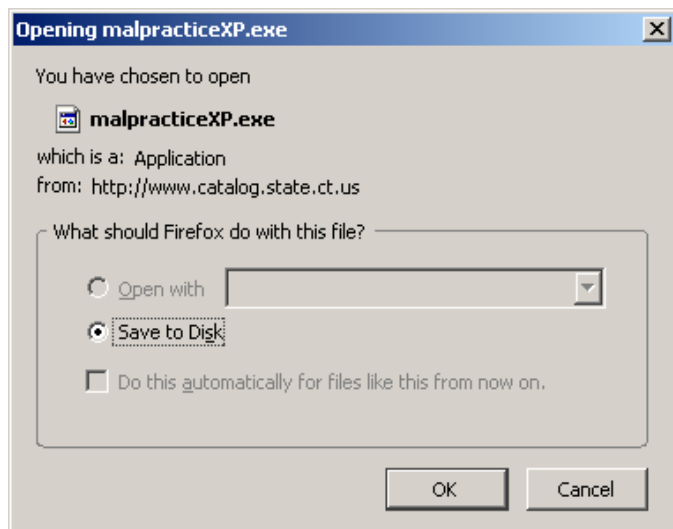
### Important:

- This tool is designed to be installed on a PC to be used by a single user at any one time. It is not designed to be installed on a server where multiple individuals may access it simultaneously.
- You should close all other applications on your PC before beginning this procedure, and disable your anti-virus software.
- This procedure assumes that your user-id is the administrator of your PC, or has the authority to install software. If you are unsure that this is true, please contact your IT support staff.
- This procedure requires the presence of the folder C:\Temp to hold temporary files. If this folder does not exist, please create it prior to beginning the procedure.
- Your system must be running Windows XP or Windows 2000. This document displays screens from Windows XP.

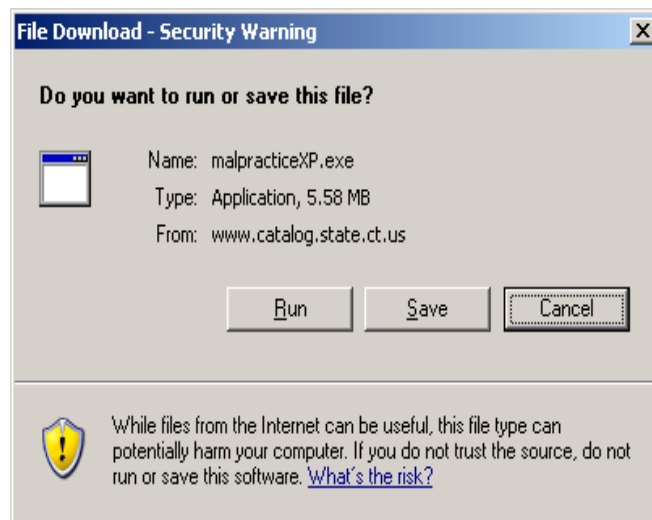
This procedure consists of three steps: 1) downloading the tool, 2) unzipping (unpacking) the tool, and 3) installing the tool.

1. Click on the link to download the appropriate version of the Medical Malpractice reporting tool. Depending on your browser and your Windows version, a window, similar to one of the windows displayed below, will appear. In any case, select 'Save' or 'Save to Disk', do not select 'Open' or 'Run'.

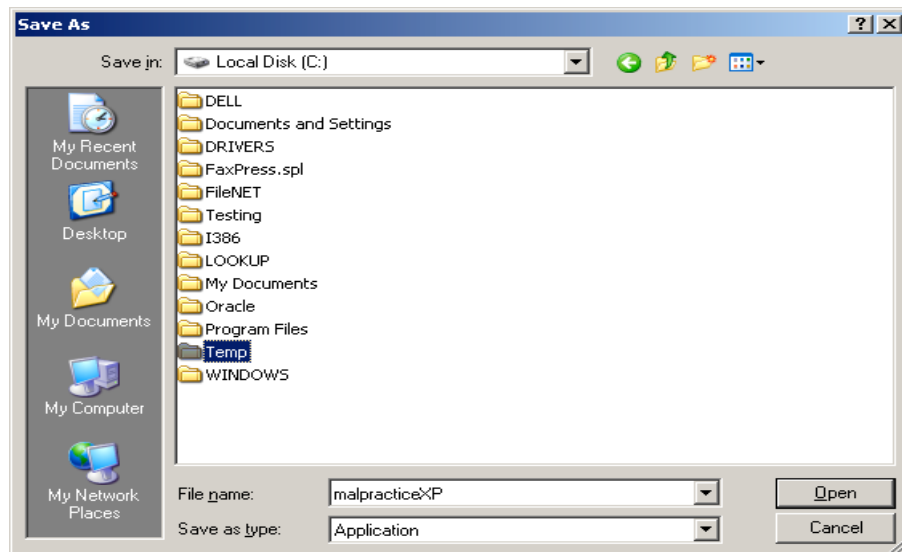
### Mozilla Firefox



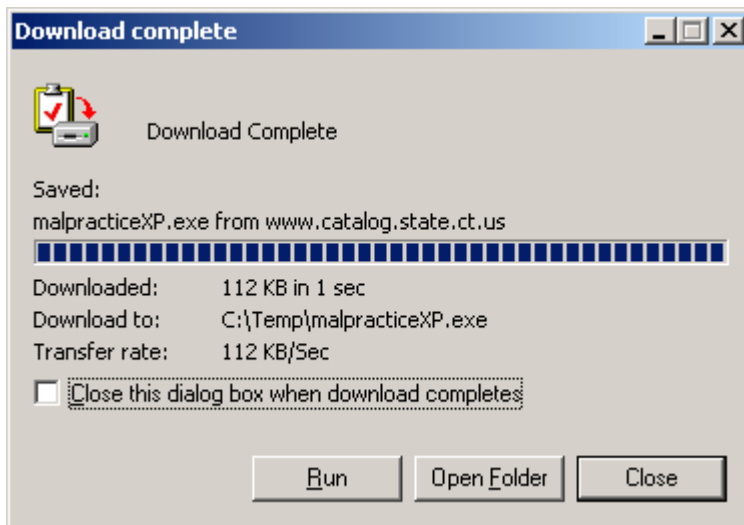
### Internet Explorer



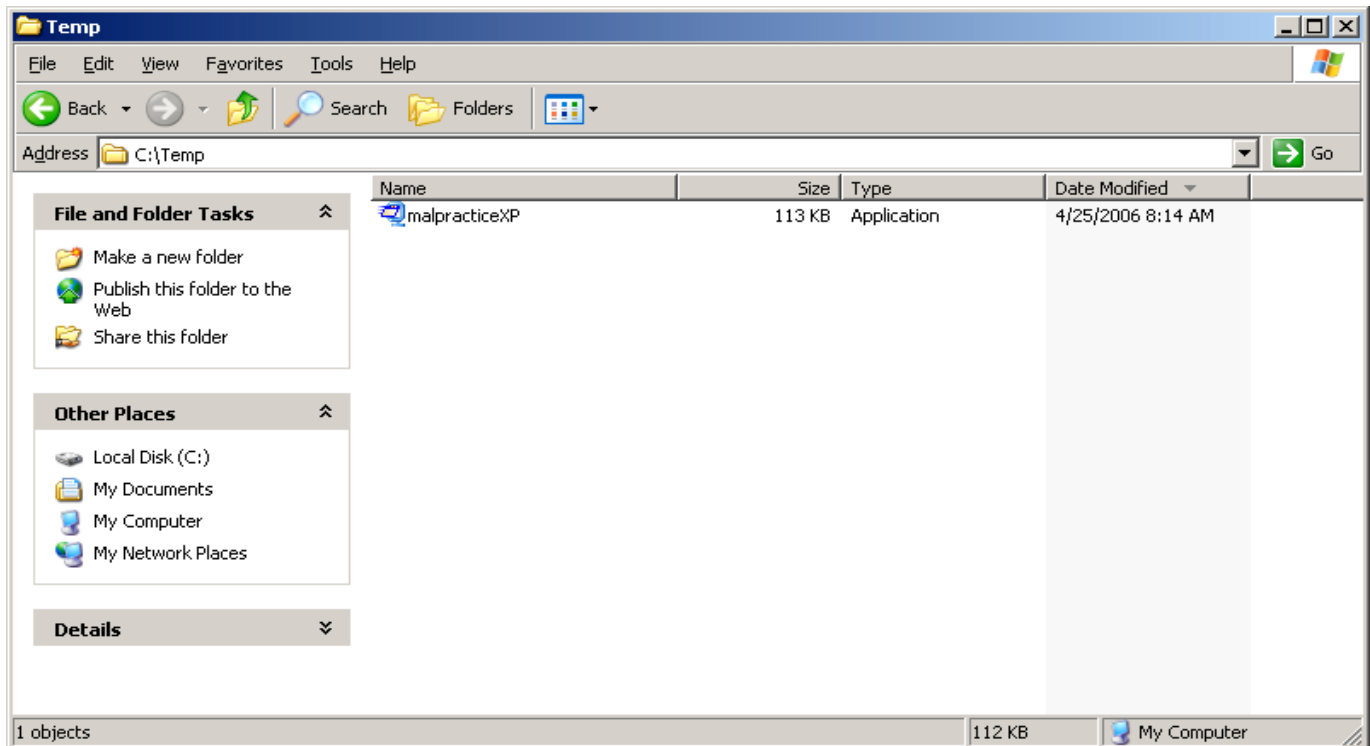
You will be queried as to where to place the download file. Choose the 'Temp' folder on your 'C' drive.



When the Download Complete message appears, click on 'Close'.



2. Open 'My Computer' on your desktop, select 'Local Disk (C)', then double-click on the Temp folder. Find the 'malpracticeXP' application or the 'malpractice2000.exe' program in the Temp folder.

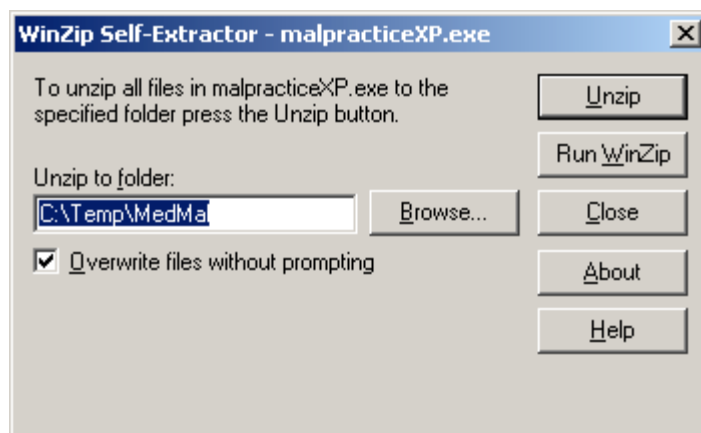


Double-click on 'malpracticeXP' or 'malpractice2000.exe'. This application is a compressed file that needs to be 'unzipped'. Double clicking begins the unzip process.

Click 'Run'.

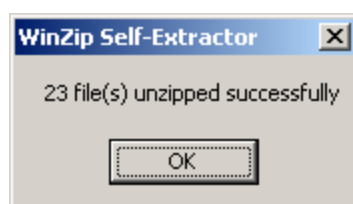


The following window will appear.

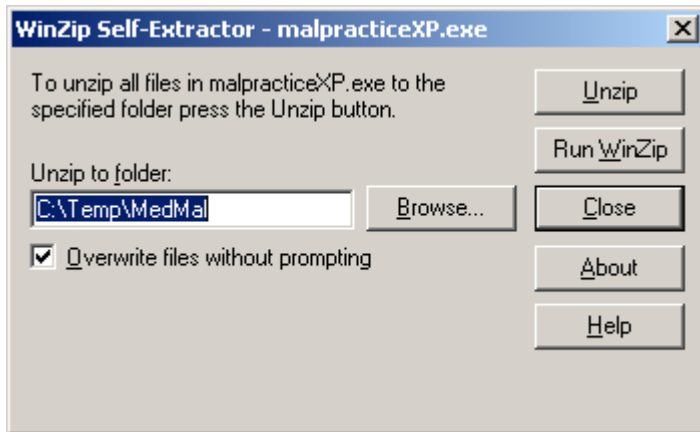


The unzipped files will be placed in the C:\Temp\MedMal folder. Click on 'Unzip'.

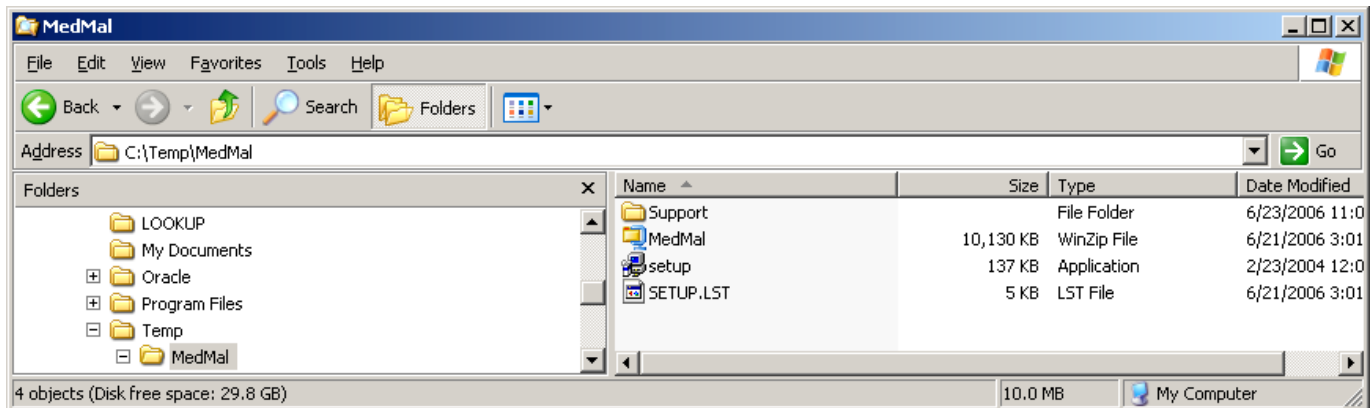
Click 'OK'.



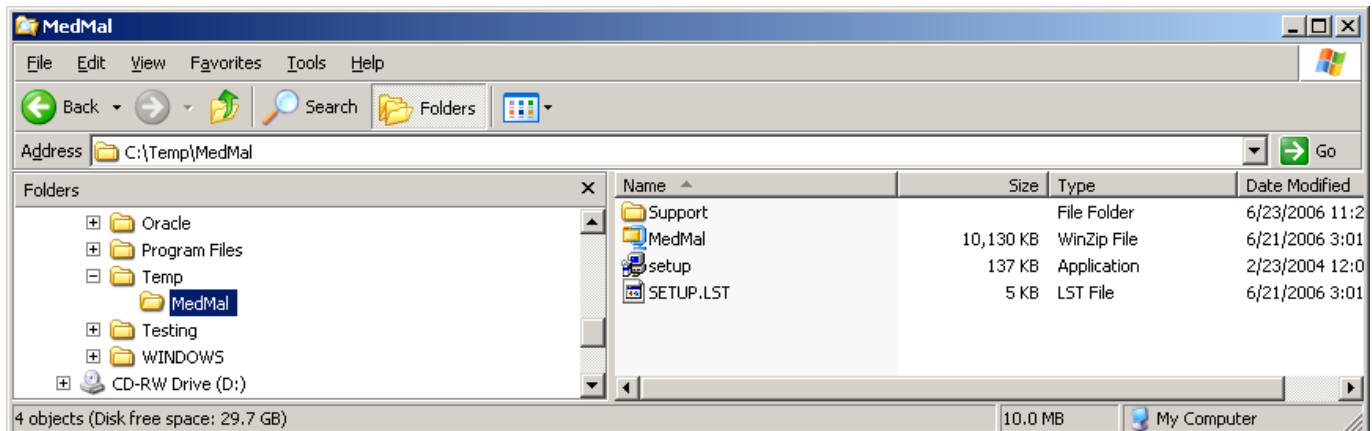
Click 'Close'.



When the Unzip process is complete, your C:\Temp\MedMal folder should contain the files listed:



3. In the C:\Temp\MedMal folder, double-click on 'setup' (Not 'SETUP.LST').

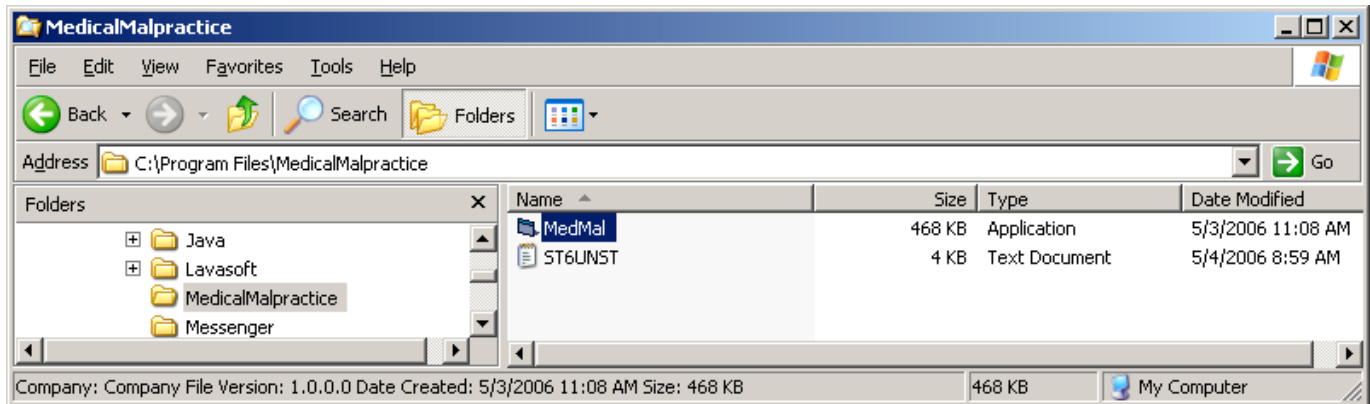


You will be guided through a wizard that will install the Medical Malpractice tool on your PC.

Note for System Administrators:

*(The default folder for this installation is C:\Program Files\MedicalMalpractice. If this installation is being done by an Administrator of the local computer because the user does not have authority to install and run applications, then during the installation procedure you must change the default installation directory to C:\Documents and Settings\[user profile name]. Once the installation is complete, create a shortcut on the desktop that points to the tool in this directory.)*

The tool will be installed in the folder 'MedicalMalpractice' within the 'Program Files' folder on the 'C' drive.



To create a shortcut icon on your desktop, go to the 'MedicalMalpractice' folder and right-click on the 'MedMal' application.

Select 'Send To > Desktop (Create Shortcut)'.

The Medical Malpractice tool is now ready for use.